FEDERAL ACQUISITION INSTITUTE

Equivalent/ Fulfillment Course Approvers Task Aids

To foster a high-performing, qualified civilian acquisition workforce.

https://www.fai.gov/

FAI@mail.mil

Table of Contents

Introduction

Equivalent/Fulfillment Process

Part 1: Form Submission
1. User searches for the equivalent/fulfillment form for their Agency
2. User completes the form and submits for approval

Part 2: Form Approval
1. Equivalent/Fulfillment Course Approver receives notification of request for action
2. Approver approves, denies, or denies and returns the forms
3. If approved, User's form status updates to "Approved"

Part 3: Course Credit Provided
1. On a regular basis, FAI Admin will run a report that identifies Users whose forms have been approved
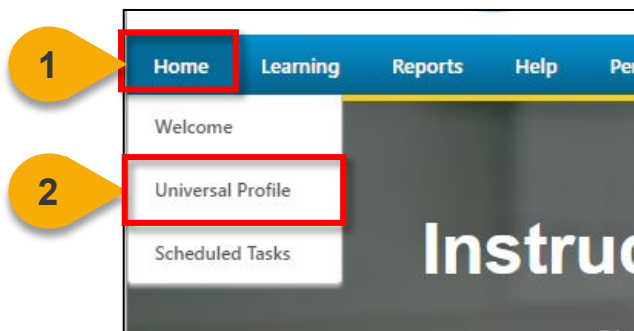2. FAI Admin will mark the User as "Exempt" for the approved course
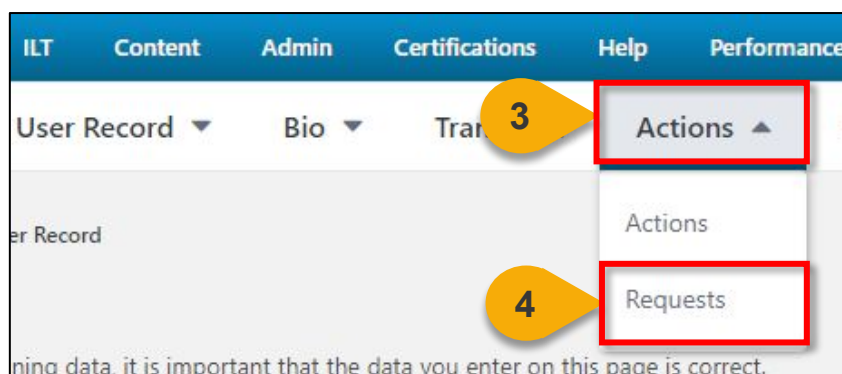
Equivalent /Fulfillment Experience Approvals

Approve or Deny Course Equivalency/ Fulfillment Experience Request

When you want to approve or deny a fulfillment or equivalency request…
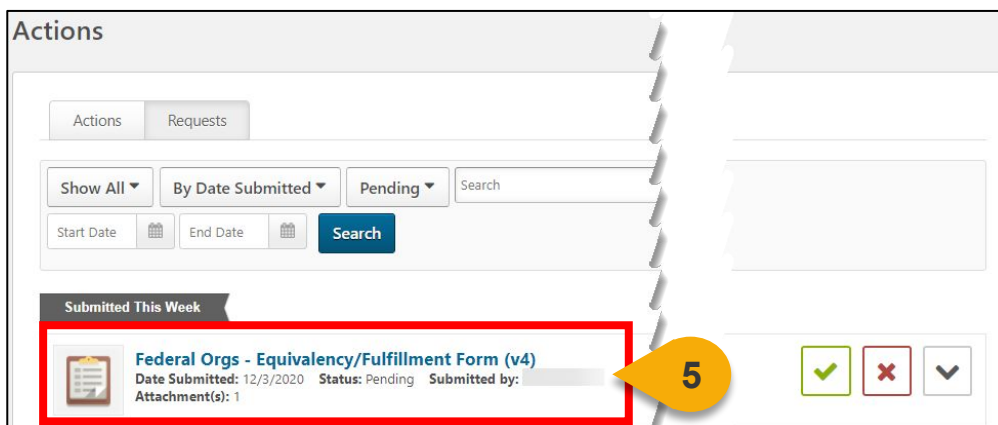
Steps 1 & 2: Hover over the **Home** tab, then click **Universal Profile**.

Steps 3 & 4: Hover over the **Actions** tab, then click **Requests.**

Step 5: Click the **form title** you wish to approve or deny to view details of the request.

Approve or Deny Course Equivalency/ Fulfillment Experience Request (Cont. 1)

Step 6: Review the information provided by the User. Click the **attached proof of equivalency/fulfillment** to download and review the document.

Federal Orgs - Equivalency/Fulfillment Form (v4) for

Use this form to request fulfillment of a training requirement by external coursework or experience.

Please Select the Course You Would Like Equivalency For	FCN 410	FCN 410

Training End Date:	10/9/2020	10/9/2020

If Requesting Course Equivalency, Attach Course Completion Certificate Here.

6 CourseCompletion_Blank.docx
39.14 KB

Step 7: Enter comments, as needed. Then, you can choose to **Approve, Deny, Deny and Return, or Cancel.** See the yellow box below for more information on each action.

Approval Comment (optional)

7 Cancel | Deny | Deny and Return | Approve

- **Cancel:** You will be returned to your requests page and no action will be taken on this request.
- **Deny:** The form will be denied and no credit will be given for the course.
- **Deny and Return:** The form will be denied, but the User will have an opportunity to resubmit the form. The User will see your denial comments in the email notification they receive.
- **Approve:** The form will be approved and go to the next approval level. If you are the final approval level, the form will be queued for the Admin to manually update the User's Transcript.
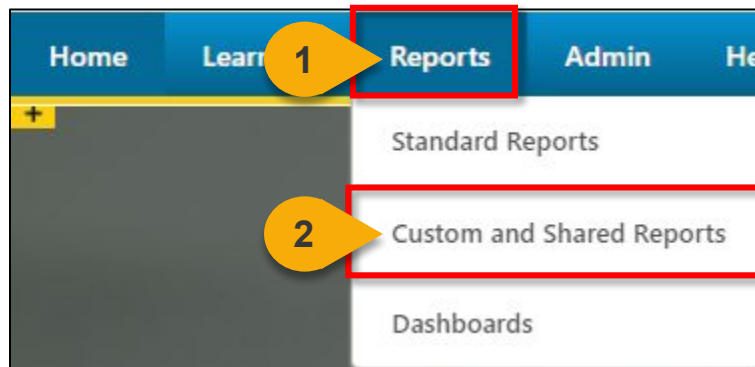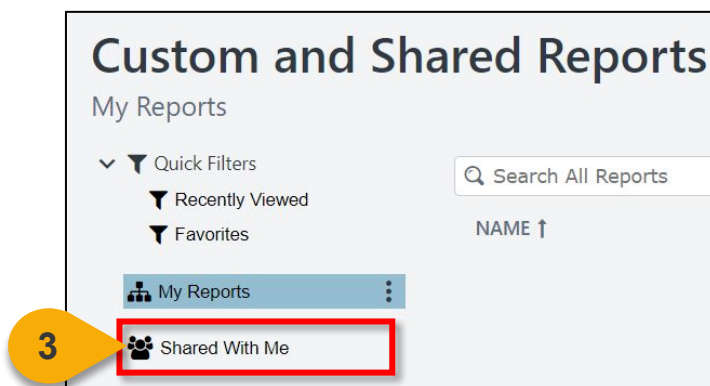
Reports

View and Download Custom Reports
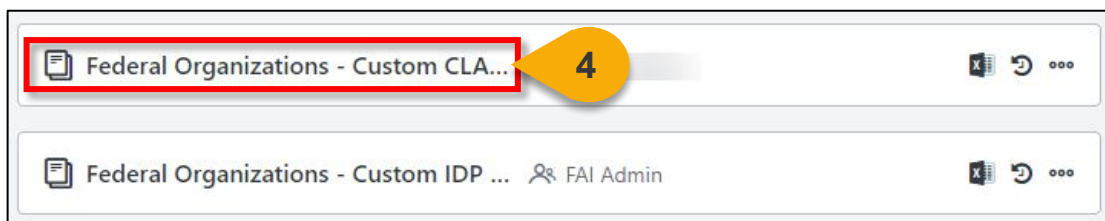
When you want to filter and download a report…

Steps 1 & 2: Hover over the **Reports tab,** then click **Custom and Shared Reports.**

Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.

Step 4: Click the **Report Name** you would like to view to update the report filters.

View and Download Custom Reports (Cont. 1)

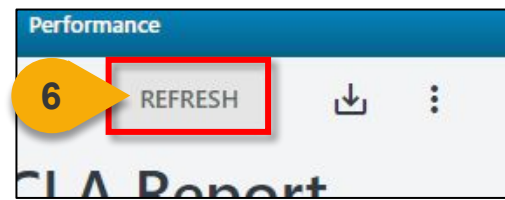**Step 5:** Update the **filters** as needed. The filters will vary based on the report.
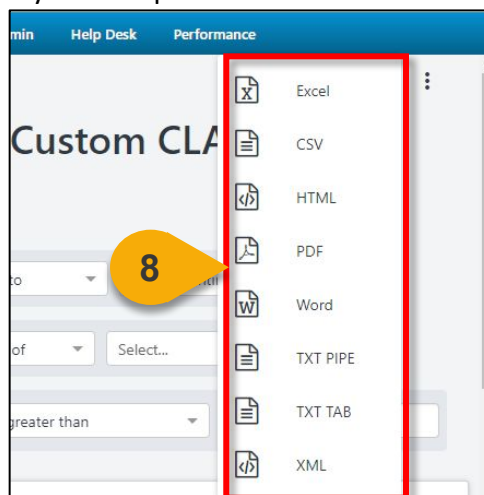

Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.

Step 7: Click the **Download Options icon** in the top right corner to see the formats available for this report.
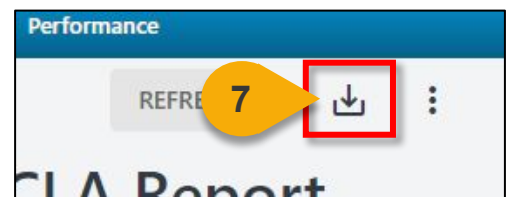
Step 8: Choose the **File Format** in which you would like to download the report. The report will download to your computer.

Additional Resources

Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• FAI CSOD System Questions and Issues • FAI CSOD System Errors and Troubleshooting • Password Issues and Resets	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	• Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements • Agency-specific Acquisition Policies and Procedures • Career Development • Training and Development Opportunities	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	• Task Aids for FAI CSOD Roles • FAI CSOD Training Videos • Other Guidance for Performing Tasks in FAI CSOD	https://dau.csod.com/catalog/CustomPage.aspx?id=221000511 https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	• FAI CSOD Migration • Acquisition Training • Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) • More!	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov